RECORD KEEPING/BIWEEKLY CLAIMS

It is important for you to keep a record of the biweekly claims you file using the IVR system. Each time you call the IVR system, record the date you filed, the week ending date of the claim and the amount and source (employer) of any earning you reported. When you receive your payment, record the amount of the check and the date you received it. For easy reference, write your weekly benefit amount (WBA) and maximum benefit amount (WBA) in the spaces provided.

WBA $_____   MBA $_____

| | Biweekly claim information | | | Check Information | |
Date Filed	Week Ending Date	Earnings Reported	Employer Name	Amount of Check	Date Received